

## A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

**CAMPS TODAY:**

Since the last CAMPS Newsletter, DOP staff has been working to resolve a number of unique personnel transactions that require special edits that were not identified when CAMPS was designed. DOP is pleased to inform you that the programs associated with CAMPS are now running successfully.

Staff in the both the Divisions of Human Resource Management (HRM) and Human Resource Information Services (HRIS) are reviewing, approving and processing transactions from your submitted forms and the system

is responding as programmed.

However, as with any new system, there remain modifications, changes, and updates that are being worked on to enhance the system's operations.

**WHEN WILL ON-LINE ACCESS TO CAMPS BE GRANTED?**

CAMPS will be available shortly to the original 8 local jurisdictions that began the CAMPS process with us. The DOP intends to begin the roll-out to these local government appointing authorities sometime in the fall.

Once these agencies are up and running, we will begin slowly rolling CAMPS out to the rest of the appointing authorities

**PREPARING FOR CAMPS ON-LINE ACCESS**

While the DOP continues to make modifications to CAMPS on a daily basis to ensure that CAMPS will be a user friendly system, it is your

responsibility to make sure that your employee records are current.

*The only prerequisite for receiving authorization for on-line access to CAMPS is to ensure that your employee records are up-to-date.*

**LOCAL GOVERNMENT EMPLOYEE RECORDS**

In the months to come, HRM will be asking that you submit to your HRM Consultant Team

an electronic copy of your employee records file. HRM will compare your records to ours and identify disparities. In some situations, an employee's complete history may be missing. HRM will provide you with a disparity report.

To ensure that we have a complete picture of each employee's work history, we ask that you take the time to thoroughly review the disparity report and submit all corrections, and changes to:

CAMPS Forms  
P.O. Box 354  
Trenton, NJ 08625

or

[CAMPS.FORMS@dop.state.nj.us](mailto:CAMPS.FORMS@dop.state.nj.us)

(more)

We understand that this is a time consuming project, but if we are to ensure that CAMPS is working effectively for you, it is imperative that all employee information is up-to-date.

When you are advised that your agency is approved for on-line access, an HRM Consultant will contact you to arrange for an on-site training session for you and your staff.

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## **FORMS MANUAL UPDATES**

Page 41 - the request reason codes listed for **organizational transfers** are to be deleted.

These request reason codes are

not required when submitting forms regarding organizational transfers. These codes were inadvertently included in

the Forms Completion Manual.

## **FORMS INFORMATION**

### **Signatures**

The CAMPS forms were recently revised and the "labels" were removed to allow the space you requested to obtain approval signatures based on your internal needs.

According to N.J.A.C. 4A:4-7.1(c), the Department of Personnel requires employee signatures for the following personnel transactions:

1. voluntary transfers
2. demotions

Please note that signatures of both the assenting and dissenting department heads are also mandatory for an inter-

departmental voluntary transfer of a permanent employee.

The DOP will be looking for, and continue to require these signatures, in addition to the signatures for both the employee and Appointing Authority for these transfers.

## **New Hire and Personnel Action Forms**

Prior to appointing a person to a vacant title, it is critical that you check to see if there is a complete list for that title. If no list exists, you must enter a "Y" in the box labeled "List Canvassed" which signifies that you have checked and are certain that no list exists for that title.

Additionally, you must also note "No list exists" in the comment box.

If you leave the field blank, or enter an "N", HRIS staff will not accept your requested action. The request will be returned to you for correction. If the DOP determines that a list exists, the form will be returned to you and DOP will request a certification of that list.

Fields have been added to the New Hire Form (DPF-743) and

Personnel Action Form (DPF-744) to record:

1. Legislative citation for Unclassified Appointments
2. License Code to record license/certifications or registrations required to

perform the duties of the position.  
(more)

3. Workweek field to record the hours worked in a workweek.

All definitions for these fields are located in Appendix A of the Forms Manual.

### **Mandatory Field:**

The **Essential Employee** field is now a mandatory field.

## **Static Employee Information Change Form (DPF-740)**

1. Jurisdiction name.
2. Date of birth
3. Gender

### **New Mandatory Fields**

4. US citizen (Y or N)

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## 5. Residency

## 6. EEO and Ethnic Code

Copies of these new forms can be downloaded from the CAMPS Website at:

[www.state.nj.us/personnel/camps/forms.htm](http://www.state.nj.us/personnel/camps/forms.htm)

## CAMPS QUESTIONS

1. What is the appropriate appointment type for a current permanent service employee whose status is RAO or RAP that takes or accepts a voluntary demotion to a previously held title?

A. Regular Appointment Title Change, "RAT"

2. I have an employee who is serving provisionally and took the announced examination and failed it, the person has accepted another provisional position with the jurisdiction, and I need to know what form and transaction code should be submitted?

A. You must first separate the employee from their original PAOC appointment and then submit a New Hire Form (DPF-743) appointing the employee to

the new position. By NJAC 4A

rule only permanent employees can transfer within a jurisdiction Therefore CAMPS will not permit the transfer of a provisional employee with no status to be entered from a Personnel Action Form since the person does not have permanent status.

3. I have an employee who is completing their one-year trainee period as a Public Safety Telecommunicator Trainee. What is the appropriate appointment type and transaction code to use in this instance?

A. The transaction is an advancement and the appointment type will be RAP with a working test period.

4. I have an employee who is serving in a permanent position and will be taking an approved leave of absence to take an unclassified position. How should this appointment be effectuated?

(more)

A. Two forms must be completed. Place the employee on leave from the permanent title using the Leaves, Separations and Transfer Form (DPF-742) and then using the Personnel Action Form (DPF-744) appoint the individual to the unclassified title. Remember, you must record the appropriate citation which authorizes the appointment to the unclassified title.

This type of action is considered an advancement since the employee is accepting a position in a different service division. Conversely the return from the unclassified service to the permanent title will also be an advancement.

5. If an appointing authority is submitting a change in salary only what form is to be used?

A. Use a Personnel Action Form (DPF-744) with the Transaction Code 17 (Individual Salary Adjustment)

## INTERGOVERNMENTAL TRANSFER PROGRAM

The Intergovernmental Transfer Program provides the opportunity for eligible New

Jersey State and local

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government employees with permanent civil service status to transfer between State and local jurisdictions while maintaining their permanent status.

**Receiving** agencies are to use the New Hire and Intergovernmental Transfer Form (DPF-743) when they appoint employees via the transfer program.

**Sending** agencies are to use the Leave, Separation and Transfer Form (DPF-742) when terminating an employee due to an intergovernmental transfer.

Send all Intergovernmental Transfer paperwork to:

NJDOP-Intergovernmental  
Services  
P.O. Box 309  
Trenton, NJ 08625-0309 or  
FAX to (609)984-1823

For additional information on the Intergovernmental Transfer Program go to their official web-site address at:

[www.state.nj.us/personnel](http://www.state.nj.us/personnel)

Click on the link to  
Intergovernmental Services.

CAMPS Forms Mailing  
Address

CAMPS Forms

P.O. Box 354  
Trenton, NJ 08625

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E-mail address for submitting  
CAMPS forms:

[CAMPS.FORMS@dop.state.nj.us](mailto:CAMPS.FORMS@dop.state.nj.us)

E-mail address for CAMPS  
system questions:

[CAMPS.SUPPORT@dop.state.nj.us](mailto:CAMPS.SUPPORT@dop.state.nj.us)

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**Please share this  
Newsletter with all  
agency staff associated  
with completing  
personnel transactions**